Updated SIGMAA Charter

CHARTER

THE SPECIAL INTEREST GROUP OF THE MAA ON RESEARCH IN UNDERGRADUATE MATHEMATICS EDUCATION (SIGMAA on RUME).

Article I. Identification

Section 1. The name of this SIGMAA is The Special Interest Group of the MAA on Research in Undergraduate Mathematics Education (SIGMAA on RUME) which will usually be shortened to The SIGMAA on Research in Undergraduate Mathematics Education. The group will usually be referred to as SIGMAA on RUME.

Section 2. Focus and purpose

SIGMAA on RUME is formed for the purpose of encouraging quality research in undergraduate mathematics education (RUME) and its application in teaching practices. SIGMAA on RUME provides organizational support for researchers conducting RUME and to those interested in using the results of RUME. It also provides organizational support for the dissemination of the results of this research.

Article II. Membership Section

Section 1. Membership in the SIGMAA on RUME will be open to all MAA members. SIGMAA on RUME members will be those MAA members who have paid the SIGMAA on RUME membership dues.

Article III. Administration

Section 1. SIGMAA Officers and Executive Committee

Elected officers of the SIGMAA on RUME officers are Chair, Chair-Elect, Past-Chair, Secretary, Treasurer, Conference Executive Coordinator, and Programming Coordinator. The SIGMAA Executive Committee comprises these 7 officers.

The Chair, Past-Chair and Chair-Elect can not succeed themselves in office. However other officers can succeed themselves in office.

A SIGMAA member with special expertise may be appointed by the SIGMAA chair, after consultation with other SIGMAA officers, to a two-year term as an ex-officio member of the SIGMAA Executive Committee to fulfill a special need for the SIGMAA.

Section 2. Duties of the officers

The executive Committee will be responsible for carrying out the directives of the membership, as well as day-to-day business.

Decisions of the Executive Committee will be by majority vote.

The Chair

The Chair or a member designated by the Chair will preside at SIGMAA on RUME business meetings. The Chair will organize and direct the activities of the group, and will serve as its chief spokesperson. The Chair will serve as liaison with the MAA Associate Secretary.

The Chair-Elect and Past-Chair

The Chair-Elect and Past-Chair will serve as vice-chairs, assisting the Chair. The Chair-Elect will become the Chair upon completion of the latter's term of office. The Chair will become the past chair upon completion of their term of office.

The Secretary

The Secretary will keep records of official meetings of SIGMAA on RUME and its Executive Committee, overseeing electronic communications, handling correspondence with the membership, and corresponding with and preparing written reports for submission to the MAA as required. Minutes of the last Business Meeting and a tentative agenda for the next meeting shall be made available electronically no less than one month prior to the next business meeting by the Secretary.

The Treasurer

The Treasurer is responsible for maintaining all financial records of SIGMAA ON RUME and for preparation of financial reports as required by the MAA Executive Committee or by the SIGMAA ON RUME Executive Committee. The Treasurer is responsible for authorizing disbursement of organizational funds as directed by the membership or the SIGMAA ON RUME Executive Committee.

Conference Executive Coordinator

The Conference Executive Coordinator will oversee the organization of the activities of SIGMAA on RUME related to the annual conference in accordance with the decisions of the Executive Committee and the SIGMAA on RUME membership.

The Programming Coordinator

The Programming Coordinator will oversee the organization of activities of SIGMAA on RUME outside of the annual conference. These activities include soliciting proposals for sessions such as contributed paper sessions and minicourses at MAA MathFest, as well as other workshops, conferences, etc., from the SIGMAA membership. The programming coordinator will also submit the proposals for sessions that are to be part of the MAA scientific program at MAA MathFest and/or other SIGMAA-sponsored events via MAA's online proposal submission system by the posted deadlines. The programming coordinator will arrange sessions at MAA MathFest that are directed primarily at the SIGMAA membership, such as guest lectures and business meetings. This work should be coordinated with the MAA Associate Secretary.

Additional Committees and Their Appointments

The Chair, with the approval of the Executive Committee, may from time-to-time appoint Committees to carry out the work of the organization. These Committees serve until the end of the term of office of the Chair who made the appointment or until the end of their task.

Some Executive Committee members may need a committee to assist them in carrying out their duties. In such cases, the Executive Committee member shall serve as the chair of the committee and propose membership and duties to the Chair who will make the appointment using the procedure described above. Due to the rotation of officers on the Executive Committee, such committees will serve only during the tenure in office of the Executive Committee member who proposed the members.

One standing committee will be The Conference Program Committee, whose main duty is the organization of SIGMAA on RUME conferences. It will be appointed by the Chair with membership to include the Programming Coordinator and the Conference Executive Coordinator. The Conference Executive Coordinator will serve as the chair of this committee. The Chair in consultation with the Conference Executive Coordinator shall propose additional members. Members who are not on the Executive Committee shall serve from the end of one Conference until the end of the Conference the following year.

Section 3. Terms of office, nominations, and elections

(a) Officers other than the Chair and Past-Chair will assume their duties the January following their election. The Past-Chair and Chair-Elect serve one year terms and all other officers serve two year terms. The Chair-Elect becomes Chair one year after they assumed office as Chair-Elect. The Chair becomes Past-Chair two years after they assumed office as Chair.

(b) The Executive Committee will appoint a Nominating Committee of three members and will designate one of the three as Chair. No more than one member of the Executive Committee may serve on the Nominating Committee. The Executive Committee will notify the membership of SIGMAA on RUME regarding the composition of the Nominating Committee at least two months prior to the time of electronic voting and will request that suggestions for nominations be sent to the Chair of the Nominating Committee.

The Nominating Committee will propose and publicize a slate of more than one officer per position, if possible, at least one month before the time of electronic voting. Additional nominations may be made using the electronic voting write-in option.

(c) Election of officers will take place by electronic ballot of the membership. By October 1, the MAA will distribute to the SIGMAA members instructions for voting, and voting must be completed by October 31. The electronic ballot will indicate that write-in votes are permitted. The winner will be the candidate receiving the most votes. Ties will be broken by a process supervised by the MAA.

If fewer than 20 members vote, the current officers will remain in office until further deliberate actions are taken to achieve a quorum (see section V.1 for the definition of quorum.)

Note: The use of the term "electronic" throughout this document will be understood to refer to any widely accepted form of electronic communication, such as email, discussion board, conference call, or survey.

Elections of the Executive Committee

i. In the October of even numbered years, the following shall be elected:
   Chair-Elect for a one-year term.
   Treasurer for a two-year term.
   Conference Executive Coordinator for a two-year term.

ii. In the October of odd numbered years, the following will be elected:

Secretary for a two-year term.
Programming Coordinator for a two-year term.

iii. The election timeline may be modified based on extraordinary circumstances that influence the occurrence of the annual conference. Alternating years will be preserved.

(d) Should an office other than chair become vacant midterm, the SIGMAA Executive Committee, in consultation with the most recent Nominating Committee, will appoint a member of the SIGMAA to fill that office for the remainder of the term of office. Should the office of Chair become vacant midterm, the SIGMAA Executive Committee will appoint a member of the SIGMAA Executive Committee to fill the office of Chair for the remainder of the term. Should this appointment in turn create a vacant office, the SIGMAA Executive Committee will fill the vacant position according to the rules just given.

Article IV. Activities

Section 1. SIGMAAs are a program of the MAA and are not separate entities from the association. For this reason, all administrative, financial and programmatic activities of the SIGMAAs must operate in a manner consistent with MAA operating procedures in order to maintain the tax-exempt status of the association. To the extent that any SIGMAA charter contradicts the policies and procedures of the MAA, the MAA policies and procedures will supersede.

Section 2. This SIGMAA will engage in at least 5 types of activities including, but not limited to, the following:

- talks
- conferences
- publications
- mentoring
- listserv of the membership for the purposes of sharing information.

Section 3. Interactions within the association

(a) SIGMAA on RUME seeks to build relationships with all other organizations concerned with the learning and teaching of mathematics at all levels, from pre-school to graduate school. SIGMAA on RUME conducts its activities within the structure of the MAA. Many activities of SIGMAA on RUME will relate to the work being coordinated by the MAA Council on Education (COE) and whether this council is the one to which

SIGMAA on RUME is assigned or not, the leadership of SIGMAA on RUME will work with COE to assure that SIGMAA on RUME education activities are, in effect, under COE coordination. In particular, some of SIGMAA on RUME'S activities may relate to the work of the MAA Committee on the Mathematical Education of Teachers and perhaps other committees as well. In all cases, SIGMAA on RUME will consult with the appropriate MAA Council for coordination.

(b) Any product of the SIGMAA belongs to the MAA; therefore, the SIGMAA Chair should collect signed copyright agreements from the creators of the product.

(c) Reports of SIGMAA activities will be included in an annual report submitted by the SIGMAA Chair to the MAA Committee on SIGMAAs Chair.

Article V. Membership Meetings

Section 1. Quorum

A quorum at any membership meeting, including electronic meetings, will consist of at least 20 members, at least two of whom are officers.

Section 2. Frequency and location of meetings

The SIGMAA will have at least one business meeting each year. Business meetings will take place at MAA MathFest and/or through a synchronous virtual platform accessible to members in the month of MathFest.. Other activities may also be scheduled for MAA section meetings. All official business outside the required annual meeting will be conducted electronically, provided a quorum is attained.

Section 3. Conduct of meetings

The SIGMAA Chair will preside over the business meetings. The Chair will circulate an agenda via e-mail or electronic posting to SIGMAA membership at least one month in advance and will request additional agenda items at that time. During the meeting, the Chair will allow ample time for discussion and will seek to achieve consensus. If a consensus is not reached, decisions will be made by a vote.

When the SIGMAA Executive Committee decides that an issue requires the attention of the entire SIGMAA in advance of the next membership meeting, the committee may decide to convene a meeting electronically. The quorum definition in section V.1 applies to any vote conducted electronically, and ample time for discussion will still be allowed. Members will be given at least two weeks to vote on any issue requiring an electronic vote.

Article VI. Finances

Section 1. An annual MAA dues supplement will be assessed of each member of the SIGMAA. The dues supplement will be used to support the activities of the SIGMAA. The MAA Board of Directors will determine the manner of collection and disbursement of these funds. The MAA Committee on SIGMAAs can submit a request to the Board of Directors to modify the dues supplement. The committee will forward a recommendation to the MAA Board of Directors for final approval. The MAA Board of Directors may also initiate a change in the dues supplement.

Section 2. The SIGMAA does not accumulate funds from year to year, so current expenses are limited to current revenues unless the SIGMAA submits a request as detailed in section VI.3.

Section 3. The SIGMAA may apply to the MAA for specific funding beyond that provided by the dues supplement. All requests for funds will be substantiated in a budget for the proposed expenditures and must be approved by the MAA Communities Department.

Article VII. External Funding

Section 1. The SIGMAA may initiate grant proposals to be submitted by the MAA. The SIGMAA will follow the policies and procedures of the MAA for all such submissions.

Section 2. Neither the SIGMAA nor any officer nor any representative thereof will have any authority to contract debts for, pledge the credit of, or in any way bind the MAA.

Article VIII. Changes to Charter

Section 1. Changes to this charter may be initiated by the SIGMAA as follows: The SIGMAA Executive Committee will provide notice of the proposed changes to membership electronically, allowing at least one month for discussion. If such changes are approved by two-thirds of the members voting, provided a quorum is attained, the changes will be submitted for consideration to the Committee on SIGMAAs. The Committee on SIGMAAs will then forward a recommendation for approval to the MAA Board of Directors or a recommendation for revisions to the SIGMAA Executive Committee. If substantial revisions are necessary, the SIGMAA Executive Committee will submit the revised changes to membership for discussion and vote, as described above. The SIGMAA Executive Committee is encouraged to work in close consultation with the Committee on SIGMAAs at all steps in this process so as to prevent delays.

Section 2. Changes to this charter may also be initiated by the MAA Board of Directors, which will forward such a request to the Committee on SIGMAAs. In turn, the committee will work with the SIGMAA to develop specific new language for the charter that is acceptable to the

SIGMAA (as indicated by a two-thirds majority of the members voting, provided a quorum is attained) and the MAA Board of Directors. The Committee on SIGMAAs will then forward the revised charter to the MAA Board of Directors.

Article IX. Minimum Membership and Dissolution

Section 1. SIGMAAs are expected to represent an active community of MAA members. As one measure of this, SIGMAAs must maintain a membership of at least 80 in order to remain in good standing. If a SIGMAA has fewer than 80 members for two years in a row (as measured on Dec. 31 of two consecutive years), the SIGMAA will be placed on probation and will be immediately reviewed by the Committee on SIGMAAs. Within one year of this probation, the Committee on SIGMAAs will recommend reinstatement of good standing, continued probation (with conditions to meet to regain good standing), or dissolution of the SIGMAA to the Council on Communities.

Section 2. The Council on Communities may recommend dissolution of a SIGMAA, ordinarily as part of the SIGMAA review process. The SIGMAA will be dissolved upon acceptance of this recommendation by a majority vote of the MAA Board of Directors.

Section 3. If dissolved, any unspent funds of this SIGMAA will be returned to the general fund of the MAA.

Article X. Position on Mentoring and Equity Statement

(a) SIGMAA on RUME is committed to advancing equity in undergraduate mathematics education with respect to: 1) participation within the community; 2) teaching practices; and 3) research. The full statement on equity can be found at: http://sigmaa.maa.org/rume/EquityStatement.pdf

(b) SIGMAA on RUME is committed to inclusively supporting the professional development of all members in their practice as researchers, teachers, and community members. The SIGMAA commits itself to regular practices and the building of intentional spaces and opportunities to promote and support mentoring for our members. The full statement on mentoring can be found at: http://sigmaa.maa.org/rume/MentoringStatement.pdf

Charter History

- (January 12, 2001) Approved by the SIGMAA on RUME at its Business Meeting.
- (February 14, 2001) MAA requested technical changes to VI.2.

- (March 2001) Requested changes approved by MAA Executive Committee.
- (February 23, 2007) Changes to Article V.2.d to accommodate MAA electronic voting approved at Business Meeting.
- (February 29, 2008) Changes to Articles II.1, II.2.a, V.2.b, and VII.1 as a result of review by the Governance Committee.
- (February 26, 2010) Requested changes by the MAA to align with other SIGMAA Charters. Approved at its Business Meeting.
- (June 4, 2024) Initial changes drafted by executive committee.
- (July 24, 2024) Charter sent to membership
- (August 29, 2024) Changes approved by the SIGMAA on RUME at its Business Meeting.